

**Supplemental Information Required for  
Wireless Communication Facility Application**

12/29/2009

The Bellevue standards for plans and drawings are necessary for clarity, for readability, and for permanent storage. Please follow these standards as you prepare your illustrations. If you have any questions concerning your application, please visit or call the Permit Center (425-452-4898) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 to 4). Assistance for the hearing impaired: Dial 711 (Telecommunications Relay Service). Our WEB address is [www.bellevuewa.gov](http://www.bellevuewa.gov).

**GENERAL REQUIREMENTS FOR PLANS:**

All items listed below are required unless waived by a land use planner. Please indicate that each item is provided at submittal by checking the box at the far left, leaving the box to the right empty for the planner to check at submittal.

<u>Applicant</u>	<u>Reviewer</u>		
<input type="radio"/>	<input type="radio"/>	<b>Plan Set</b>	A complete plan set includes the Title Sheet, Site Survey, Site Plan, Enlarged Site Plan and Antenna Layout, Elevations, Site Perspective, and Construction Details.
<input type="radio"/>	<input type="radio"/>	<b>Type of Paper</b>	Relatively heavy; blueprint quality, standard drafting paper or copy bond. Tissue paper, graph paper, posterboard, cardboard, and similar materials cannot be accepted.
<input type="radio"/>	<input type="radio"/>	<b>Title Block</b>	Put title block and information on all sheets. Provide the following: project name; drawing title; sheet number and revision column; project address; and name, address, and phone number of the preparer.
<input type="radio"/>	<input type="radio"/>	<b>Drawing Quality</b>	The drawing should be easy to read, with all lines and letters dark enough to provide good contrast with the paper. Brownline prints, pencil drawings (including corrections or alterations), and microfilm copies of plans cannot be accepted.
<input type="radio"/>	<input type="radio"/>	<b>Scale</b>	<u>Be consistent, and indicate your scale using a bar symbol (for plan reproduction integrity).</u> All site drawings are to be in a scale of 1" = 10', 1" = 20', or 1" = 30'. Architectural building plans and elevations are to be 1/8" = 1' or 1/4" = 1', with 1/16" = 1' or 1/20" = 1' for larger structures. In certain cases, staff may approve use of a smaller scale before plan preparation.
<input type="radio"/>	<input type="radio"/>	<b>North Arrow</b>	Include on all site and site-related drawings.

**TITLE SHEET (Cover Sheet):**

<input type="radio"/>	<input type="radio"/>	<b>Vicinity Map</b>	Show all roads and highways, as well as north arrow.
<input type="radio"/>	<input type="radio"/>	<b>Latitude &amp; Longitude</b>	Latitude and longitude coordinates of proposed pole location.
<input type="radio"/>	<input type="radio"/>	<b>Listing of Applicable Codes</b>	List jurisdiction, zoning, proposed equipment occupancy, power provider, current building code, and other applicable codes.
<input type="radio"/>	<input type="radio"/>	<b>Project Contacts</b>	List all project contacts, including property owner, wireless provider, and consultants. Include names, addresses, phone numbers, and e-mail.
<input type="radio"/>	<input type="radio"/>	<b>Project Summary</b>	Provide a brief written summary of the project scope, including location and size of existing and proposed pole, antenna(s), equipment, and enclosure.

- o o **Drawing Index** Provide an index of sheet numbers and title.

#### **BOUNDARY & TOPO SURVEY:**

- o o **Lot Corners** All lot corners must be accurately monumented and field-tied to at least two City of Bellevue Survey Control Network monuments.
- o o **Monument Descriptions** Obtain monument descriptions, NAD83 (1991) coordinate values, and ground-to-Grid scale factors by contacting City of Bellevue survey personnel at 425-452-7838. The minimum acceptable linear precision ratio for these network ties is 1:50,000 for Downtown, Commercial and Industrial areas, and 1:20,000 for Residential and undeveloped areas.
- o o **NAD 1983** Use Washington Coordinate System NAD83 (1991) – North Zone as the basis of bearings.
- o o **NAVD 1988** Prepare survey according to City of Bellevue NAVD 1988 vertical datum and state that it was the datum used. Describe the benchmark(s) used for the survey.
- o o **General Information** Include north arrow; graphic scale; legal description(s); property lines with bearings and distances; easements with type, dimensions, and source reference; all existing buildings with their location indicated by measurements to property lines; location, size, description, and top & invert elevations of all utilities; lakes, rivers, streams, ditches, and ponds, including line of ordinary high water and the top of any well-defined banks; 100-year floodplain per FEMA maps; edge of pavement; contours at 2-foot intervals.
- o o **Protected Slopes** Distinguish between areas of the site with slopes less than and greater than 40%. Identify the top of the 40% slope.
- o o **Significant Trees** Show all trees. Label with common name and trunk diameter. Show drip lines.

#### **SITE PLAN A:**

- o o **Property Lines** All property lines shown and dimensioned.
- o o **Easements** Show existing and proposed easements, as well as easements on adjacent property if affected by site work. Check the title report and/or plat map to identify easements. Easement information can be obtained from recent title report and/or survey or plat map. See Bellevue Utilities Department 425-452-4187 and/or King County. The King County WEB address is [www.metrokc.gov](http://www.metrokc.gov)
- o o **Utilities** Show pipe & structure location of all private and public utilities below & above ground. Delineate what is proposed and what is existing.
- o o **Streets** Label the road surface(s) and show other features of the right-of-way (including drainage ditches, rockeries, bridges, and culverts, curbs and edge of pavement). To obtain street widths in your project area, call Transportation at 425-452-4617
- o o **Setbacks** Show front, side, and rear setbacks and private streets or access easements. Also show any Sensitive Areas along with their primary setbacks from the shoreline ordinary high water mark, wetlands, riparian corridors, flood plains, and 40% or greater slopes if applicable to the site.
- o o **Structures** Show the location, size and use of all existing and proposed structures, including features that are more than 30 inches in height. Show the closest distances to property lines.

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| o | o | <b>Finish Surfaces</b>                    | Show walkways, sidewalks, parking areas, path surfaces, and driveways.   |
| o | o | <b>Protected Areas</b>                    | Streams, wetlands, floodplains and slopes 40% or greater* (or documented to be unstable or in coal mine areas) are protected. Indicate the elevation of the Protected Area (top of slope) and also show the required and primary structure setback from the Protected Area. Note: It may be necessary to do additional in order to determine the specifics of these features. This may include but is not limited to a wetland delineation, stream typing, flood plain elevation certificate, or geotechnical report. (Additional handouts are available on these additional analyses in the Permit Center, or you can contact the Land Use desk in the Permit Center at 425-452-4188.<br><br>*Protected slopes are contiguous slopes (crossing property lines) of 1000 square feet or larger and include a 10-ft or greater rise. |
| o | o | <b>Site Disturbance</b>                   | Provide calculation of the site disturbance associated with proposed construction. Include the proposed access to the construction area, proposed landscape changes and tree removal, and new impervious and pervious areas.   |
| o | o | <b>Grade</b>                              | Show existing and proposed contour changes, at 2 foot intervals (unless the site is less than 15%) in cases where there is more than 1000 square feet of site disturbance OR more than 50 cubic yards of earth movement (into or from the site) involved. Indicate the datum that was used to obtain contour information (NAVD 88).  |
| o | o | <b>Plat Restrictions &amp; Conditions</b> | This information is available through the King County Records WEB site at <a href="http://www.metrokc.gov/recelec/records/">www.metrokc.gov/recelec/records/</a> or in the Permit Center.  |
| o | o | <b>Lot Coverage</b>                       | To calculate allowable lot coverage, provide the total lot area and subtract any Protected Area(s) along with their primary setback (if applicable) to obtain revised lot area. Provide both existing and proposed structure square footage.   |
| o | o | <b>Building Height</b>                    | Show finished elevations around footprint at evenly spaced 10-ft intervals.  |
| o | o | <b>Landscaping</b>                        | Show & label location of all existing and proposed landscaping on the site. Include proposed container sizes, plant species, spacing, and quantities. Identify all trees to be removed, including size and type.   |
| o | o | <b>Erosion Control</b>                    | If clearing & grading review is required, provide the name and a 24-hour telephone number of the person who will be responsible for maintaining erosion and sedimentation control during construction.   |

**ENLARGED SITE PLAN, ANTENNA LAYOUT PLAN & EQUIPMENT AREA PLAN:**

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| o | o | <b>Enlarged Site Plan</b>  | Show all existing and proposed elements within the immediate area of the proposed antenna and equipment. Include conduit routing between antenna and mechanical area. Show setbacks, including Protected Area setbacks where applicable. Show how the proposed antennae will be screened from view. Show & label location of all proposed landscaping, including proposed container sizes, plant species, spacing, and quantities. Call out references to applicable construction details. |
| o | o | <b>Antenna Layout Plan</b> | Show & label all visible elements, including the pole, antenna panels, supports, conduit, wiring, and appurtenances; material, color, size, spacing, and dimension.  |
| o | o | <b>Equipment Area Plan</b> | Indicate the height and square footage of the equipment area. Provide full elevation drawings for each side of the equipment enclosure. Provide finished floor level and structure height. Show the location of and label all equipment. Show the location and opening direction of doors.   |

**STRUCTURE(S) ELEVATION:**

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|---|---|--------------------|---|
| o | o | <b>Elevation</b>   | Provide at least one elevation of the entire proposal. If the equipment is located far from the antenna, provide separate drawings for each. Show dimensions and existing and proposed features as appropriate. |
| o | o | <b>Perspective</b> | Show the area from either the Site Plan or the Enlarged Site Plan. Dimensions and call-outs are not required for this drawing; however, it must be drawn to scale.  |

### CONSTRUCTION DETAILS:

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|---|---|---------------------------|---|
| o | o | <b>Applicable Details</b> | Provide details as necessary for proper construction of the facility. Examples are: antenna detail, equipment plan, conduit riser, conduit at pole, antenna shroud, power/telco trench, stub-up, accelerator mounting, cabinets, grounding plan, etc. |
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**WRITTEN MATERIALS:**

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| o | o | <b>Location Narrative</b><br>(LUC 20.20.195D.2.a)            | Address; zoning district; inside/outside right of way; where located on project site (structure, bldg, new pole, etc.); coverage area maps showing before and after installation; area-wide deployment plan; statement as to why alternative sites were not used.   |
| o | o | <b>Design Narrative</b><br>(LUC 20.20.195D.2.b)              | Description of the facility design, including permitted bldg height of the land use district; description of the facility design; antenna size/dimensions; exact location on the bldg/structure; height of proposed and existing facility; distance of antenna from bldg/structure; screening of antenna & equipment; conduit routing between antenna & mechanical; how the work affects underground utilities; whether the facility is co-located with other facilities; explanation as to why smaller, less obtrusive facilities were not utilized; for pole change-outs, describe pole type, size difference, and distance from original pole site; why more/smaller facilities would not result in the same desired coverage; how visual impacts have been mitigated. |
| o | o | <b>Ancillary Equipment Narrative</b><br>(LUC 20.20.195D.4.d) | Description of how the equipment is the minimum necessary to support facility operation; description of building-mounted equipment; distance of equipment from antenna; adherence to setback requirements (including Protected Area setbacks where applicable); description of accessory structure or vault (dimension, material, color, etc); screening (material, color); design (architectural features, fencing, topography, bldg parapet, landscaping).  |
| o | o | <b>Mitigation of Impacts Narrative</b><br>(LUC 20.20.195)    | Provide a narrative describing the measures proposed to mitigate impacts as they relate to location and design. Include color; configuration; screening; site restoration plan; integration; views from surrounding bldgs, streets & residences; how the proposal uses the best available technology; how the system design is the minimum necessary for effective functioning of the system; discussion of why there is no technically feasible alternative to the proposal (required unless both location and design utilized are the <b>highest</b> preferred); RF engineer letter of FCC compliance; easements required for proposal; cumulative impacts (show location of all other Facilities (from all carriers) within 1 mile.                                    |
| o | o | <b>SEPA</b>  | If SEPA is required, provide Environmental Checklist. Please type or word process and provide complete information under each heading.  |
| o | o | <b>Lease Agreement Letter</b>                                | If the facility is proposed on city property, a letter from the appropriate department (Transportation Right of Way, Utilities, or Parks) must be provided, stating that the project has been discussed with them and that they've agreed to begin preparation of the lease agreement.  |